

Neville Township  
5050 Grand Avenue  
Pittsburgh, Pa 15225

Caucus Meeting Minutes  
June 6, 2013  
7:00 PM

The June 6, 2013 Caucus meeting was called to order by Chairman Rutter at 7:02 PM.

Upon roll call the following members were present: Mr. Easton, Mr. Mundell, Mr. Whitaker and Mr. Rutter.

Also present was Township Manager Cindy Alexander.

Commissioner Leon was absent.

**VISITORS BEFORE THE BOARD** - None

**OLD BUSINESS** - None

**NEW BUSINESS**

The Planning Commission met at the end of May to review and discuss the Preliminary and a Final Land Development Plan for Speedway. Mr. Easton, who is also a member of the Planning Commission, reported that the relocation Township's right-of way was discussed. The engineer had prepared a letter which had a list of comments that were also addressed. The Planning Commission voted to recommend the approval of the Plan.

Ms. Alexander stated that Solicitor Means was contacted by a group concerning the restrictions in our current Soliciting Ordinance. The current ordinance reads that you can only solicit in the Township until 4 PM. Mr. Means suggested that it should be extended until 9 PM. Mr. Means has also suggested a do-not-solicit list. Residents would request to be put on this list, and if solicited, the person holding the permit may have it revoked. A motion to advertise an amended Solicitation Ordinance will be on next Thursday's agenda.

Ms Alexander advised the board that the CDBG 39 Demolition project bids were open. That is for the demolition for the properties on 217 2nd St and for 5517 and 5519 Jane St. The lowest bid was from A.W. McNabe for \$10,900.00 for both sites.. The property at Second St. came in at \$5,000.00 and the one on Jane St. came in at \$5,900.00. Ms. Alexander said that it looks like we will receive between \$9,300.00 and \$9,350.00 for the CDBG 39 project from HUD. The funds will not be definite until July, HUD has not released the funds yet. Michele from COG does not know the exact amount of the grant. The Township will have to put between \$1,300.00 and \$1,500.00 towards the demolition. Ms. Alexander stated that we have two options. Wait until July and know exactly what we will be receiving or make a

motion next week to accept the bid contingent on the HUD funding. Mr. Mundell asked Ms. Alexander for their phone number. She did not have it but said that the COG would have it. Mr. Mundell asked Mr. Means if the back of the Islander could be taken down. He said it would depend on the cost. Then they could put a lien against the property. Mr. Rutter said they could do that. Mr. Whitaker said he would rather see the whole building taken down not just the back.

Ms. Alexander stated that Pre-applications for CDBG Year 40 grants were completed and included the handicap ramp at the municipal building and the demolition of Islander property, 6704 Grand Avenue and 115 First Street .

Ms. Alexander reported that at the May Planning Commission meeting, the Sewer Facilities Planning Module for the Penske Development was passed. This item will be on the agenda for next Thursday. Mr. Mitrovich has reviewed the module.

Ms. Alexander stated that the township has received some proposals on the cost of code enforcement. The cost for a code enforcement officer is cost prohibited at this time. It is anywhere from \$50.00 per hour and up. Ms. Alexander would like to work in conjunction with Mr. Kerr on a trial code enforcement program. Ms. Alexander explained the trial program to the board and they agreed to give the trial program a chance. Mr. Easton suggested Ms. Alexander look at the Penn Dot area. The grass is overgrown and needs to be cut.

Ms Alexander reported that Mr. Watson called on May 16, 2013 and Ms. Alexander returned his phone call the following day. He thought there was a meeting in which he was included in with the contractor concerning damage done to his garage door. Ms. Alexander advised him that there was already a meeting between the Township, Engineer, and the Contractor. They were aware of the linseed oil on his garage door. Ms. Alexander asked Mr. Watson to document his damage, take pictures and send them to her so his concerns could be address with the contract. To date she has not received them.

Mary Callahan emailed Ms. Alexander and would liked to be put on the agenda for next week. She did not state what she would like to address.

Ms. Alexander asked the board for authorization to hire another part time summer laborer.

Ms. Alexander asked the board to consider Jim Almasy for hire until the end of September. He is looking for a permanent full time position but, would take this until he could find something. Mr. Rutter questioned if there was any college students who applied and Ms. Alexander stated that there were a few other applicants.

**M-1**    **A motion** was made by Mr. Whitaker, second by Mr. Mundell to hire Jim Almasy for part-time summer laborer with the public works department. Upon roll call the following voted yes: Mr. Easton, Mr. Mundell, Mr. Whitaker and Mr. Rutter. **Motion carried.**

Mr. Rutter asked what his jobs would be. Ms. Alexander replied it could be anything from painting curbs, fixing benches, pulling weeds, cutting grass and on rainy days work would be found inside to do. The rate per hour would be \$9.00 an hour five days a week. One half hour unpaid lunch.

Ms. Alexander said that the 2012 audit is underway. Once all the work is done the Township would be up to date with the annual township audits. Ms. Alexander said that in 2011 the Township received Penn Vest money for a project. The state does an audit but the Township has to have an outside audit firm do a single audit to look at the money and make sure it was used for that project. Labriola was asked to give a price quote on what it would cost to have that audit done. Mr. Rutter said that Lennon, Smith & Souleret Engineering was involved with the project so they could help with the audit. Then all the financials would be up to date.

Mr. Rutter asked if there was any other business. No reply.

#### **COMMENTS FROM THE AUDIENCE**

Mr. Rutter stated that he sat in the back of the room at the Planning Commission meeting and they do not use the microphones for some reason.

**M-2**    **A motion** was made by Mr. Whitaker second by Mr. Mundell to adjourn to executive session. All in favor. **Motion carried.**

The June 6, 2013 Caucus Meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Cynthia L. Alexander  
Township Manager/Secretary